

12 February 1975

Ms. Karen Horsley
Administrative Assistant to the Director
Advanced Study Program
The Brookings Institution
1775 Massachusetts Avenue, N.W.
Washington, D.C. 20036

Dear Ms. Horsley:

This will confirm our telephone conversation today in which I advised you that we are substituting [REDACTED], retired, for attendance at the Brookings Conference on Business in Contemporary Society at Minneapolis/St. Paul, 18 - 23 May 1975. Enclosed is nomination form for [REDACTED]

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We thank you once again for your cooperation in making this change and regret any inconvenience it may have caused.

Sincerely,

STATINTL

[REDACTED]
Executive Secretary
Training Selection Board

Enclosure

STATINTL

ES-TSB: [REDACTED]:maq
Distribution:

- Orig - Adse w/Encl
- 1 - STO-DDA
- 2 - RG/SRS/TR w/cpy Encl
- 2 - ES-TSB w/cpy Encl

3 February 1975

Ms. Karen Horsley
Administrative Assistant to the Director
Advanced Study Program
The Brookings Institution
1775 Massachusetts Avenue, N.W.
Washington, D.C. 20036

Dear Ms. Horsley:

This will confirm our telephone conversation today in which I advised you that we are withdrawing [REDACTED] from the Conference for Senior Executives on Public Policy Issues at Williamsburg, 16 - 28 February 1975. In his place we are substituting [REDACTED], and I am enclosing nomination form for him.

We thank you once again for your cooperation in making this change and regret any inconvenience it may have caused.

Sincerely,

[REDACTED]
Executive Secretary
Training Selection Board

Enclosure

ES-TSB: [REDACTED]:maq

Distribution:

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The Brookings Institution



1775 MASSACHUSETTS AVENUE N.W. / WASHINGTON D.C. 20036 / CABLES: BROOKINST / TELEPHONE: (202) 797-6000

Advanced Study Program

REC 1-9-75

January 8, 1975

[REDACTED]
Office of Training
Central Intelligence Agency
Washington, D. C. 20505

STATINTL

Dear [REDACTED]

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This will confirm our telephone conversation of yesterday, in which we agreed to transfer [REDACTED] from the conference March 9-14, 1975 to the Science Conference to be held February 9-14, 1975. [REDACTED] should be receiving preliminary program information and reading materials within the next week or so. If you have any further questions relating to [REDACTED] participation, please contact me.

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Sincerely,

Karen Horsley

Karen Horsley
Administrative Assistant
to the Director

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1/7- OWI Sending 136 on [REDACTED]

The Brookings Institution



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Advanced Study Program

October 18, 1974

Handwritten signature/initials

Mr. Alfonso Rodriguez
Director of Training
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Rodriguez:

We have completed our review of senior Federal officials nominated to attend the Institution's educational programs during 1974/75. I am glad to advise you that the officials listed on the attachments have been selected to attend the programs as indicated.

We are very pleased with the response to our announcement of the 1974/75 programs. Our only regret is that due to the large number of nominations received for the Conference on Public Policy Issues and the Conferences for Science Executives, we were unable to accept many qualified nominees. There are a few spaces remaining in the Conferences on Business in Contemporary Society scheduled for April 20-25 and May 18-23, 1975. If you wish to arrange for your executives to attend either of these sessions, please contact me or Mrs. Horsley of my staff on 797-6272 or 6269.

Each of your accepted officials will receive background reading and program information from the conference chairman 4-6 weeks prior to the scheduled meeting. All officials should be aware of our cancellation fee policy to the effect that if an accepted nominee withdraws within the two week period immediately preceding the conference (and is not replaced by a qualified substitute) a cancellation fee of one-half of the tuition will be charged to partially cover administrative costs.

We look forward to the participation of your officials in these educational programs and appreciate your continued support of our activities.

Sincerely,

Walter G. Held
Director

Attachments

The Brookings Institution

Washington, D. C.

Brookings Educational Programs for Government Executives, Fiscal Year 1975

Federal Department/Agency: CENTRAL INTELLIGENCE AGENCY

Nominations Accepted: Conferences on Business in Contemporary Society

December 1-6, 1974 (Los Angeles/San Francisco)

[REDACTED]

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February 2-7, 1975 (Dallas/Houston)

[REDACTED]

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March 16-21, 1975 (Philadelphia/New York)

[REDACTED]

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April 20-25, 1975 Cleveland/Detroit)

[REDACTED]

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May 18-23, 1975 (Minneapolis/St. Paul)

[REDACTED]

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Washington, D. C.

Brookings Educational Programs for Government Executives, Fiscal Year 1975

Federal Department/Agency: CENTRAL INTELLIGENCE AGENCY

Nominations Accepted: Conferences for Senior Executives on Public Policy Issues

October 6-18, 1974 (Virginia Beach)

[REDACTED]

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December 1-13, 1974 (Williamsburg)

[REDACTED]

STATINTL

January 5-17, 1975 (Williamsburg)

[REDACTED]

STATINTL

January 19-31, 1975 (Williamsburg)

[REDACTED]

STATINTL

February 16-28, 1975 (Williamsburg)

[REDACTED]

STATINTL

May 11-23, 1975 (Colorado)

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The Brookings Institution
Washington, D. C.

Brookings Educational Programs for Government Executives, Fiscal Year 1975

Federal Department/Agency: CENTRAL INTELLIGENCE AGENCY

Nominations Accepted: Conferences for Science Executives

November 10-15, 1974 (Williamsburg)

[REDACTED]

STATINTL

December 8-13, 1974 (Williamsburg)

[REDACTED]

STATINTL

February 9-14, 1975 (Williamsburg)

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March 9-14, 1975 (Williamsburg)

[REDACTED]

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